

**Indian River Area Library**

Regular Board Meeting

Agenda

September 12, 2017

Tuscarora Township Hall

4:00 p.m.

**I. Call to Order**

**II. Approval of Agenda**

**III. Approval of Minutes – July 18, 2017 (corrected) and August 15, 2017**

**IV. Financial Report – August 2017**

**V. Public Comment – Agenda Items**

**VI. Friends of the Library Report**

**VII. Old Business**

a. Cataloging Books

b. Returned Non-Fiction Books

c. Policy Updates

i. Mailing New Library Cards

ii. Library Credit Card Policy

**VIII. New Business**

a. FOIA Policy

b. Board By-Laws

**IX. Director Search**

**X. Public Comment – General**

**XI. Adjourn**

**Circulation Numbers**

Attached

:e: 8/03/17  
:e: 5:54PM  
:er: staff

Indian River Area Library

## Monthly Usage Summary

For Month: 7/2017

Page 1

Proc: Monthly\_Usage\_Sumr20

Date: 9/07/17

Indian River Area Library

Page 1

Time: 2:36PM

## Monthly Usage Summary

For Month: 8/2017

Indian River Area Library  
Board Meeting Minutes  
July 18, 2017

1. Call to Order – 5:03

Present: Kathy Cole, Kristina Moutrie, Sukey Stump, Patti Brown, Patty Hull

Guests: Roger Mendel, Director, Northland Library Cooperative; Clare Membiela, Library Law Consultant, Library of Michigan

2. Approval of Agenda

Motion to Approve made by Hull, supported by Moutrie, passed unanimously

3. Approval of June 17, 2017 Minutes

Motion to approve made by Hull, supported by Cole, passed unanimously

4. Financial Report June 2017

- Donation of \$13,000 was made in June

- June financials included year end reports and next year's budget

Motion to approve made by Cole, supported by Moutrie, passed unanimously

5. Comments from the public

None

6. Old Business

a. Memorandum of understanding with the Friends group

- Moutrie will serve as the Board representative to the Friends

- Hold off on memorandum until new director is hired

b. iPad Policy Approval

- Discussion on policy as presented with numerous changes made with input from public and guests

- Motion to approve made by Hull, seconded by Cole, unanimously approved

7. New Business

a. Concert on the Lawn Summer Series Donation

- IR's Rhythm on the River requested a donation

Baker motion to approve a donation of \$150.00, seconded by Stump, approved by all

b. Rehire Ellen August for cleaning services

Discussion led to verbal agreement to rehire August to fill vacant cleaning position

c. Downstairs room use

- Room is currently used for Friends of the Library book sales. As Friends are discontinuing their book sale discussion has come up over how to use the room.

- It was decided to table this decision for the new director

d. Training of Board Members to Operate Circulation Desk

- Date was set for July 20 at 6:30 pm

- Vance will train Board members to operate the circulation desk

e. New Director Search

- Job posting was sent to the library co-op and listed on website and in a press release to local papers

f. Authority of Staff in interim

Discussion from the Board determined staff should continue to open mail and email in the absence of a director

- g. August Computer Classes  
This program will be on hold until new director and staff come in
  - h. Library Publicity
    - Vance suggested Baker take over publicity until new director is hired
    - Ideas included Patron book picks, Book Club Offerings, Story Hour and Puppet Shows, Butterfly Event
  - i. AWE Computer
    - Brown was able to order the computer
    - Board agreed while the computer should be set up immediately, no permanent space should be determined for it until a new director is hired
  - j. Temporary Visitor Cards Policy Change  
After discussion it was determined this would be better determined with a new director
  - k. Survey Results  
Surveys will be open until at least September 14
8. Friends of the Library Report  
No July Meeting, next meeting will be August 8
9. Public Comment
- Assistant Librarian Karen Vance read the attached letter to the Board.
  - Audience member Cathy Campbell asked for clarification on where the funds for the AWE computer came from (grant, Friends, and Swearingen Fund.)
  - Hull had a comment on the “feel” of the library and the board agreed they hoped to refresh with the new director
  - Mendel offered to spend a day pre-organizing the offices in order to make them less overwhelming for a new director. The Board agreed to take him up on that.
  - The drop in Year to Date Circulation was pointed out as it was listed as 19,749 at June 2016, and only 13,666 at June 2017.
  - Audience member Trudy Maves mentioned there was some confusion on the hours of the library and also shared positive feedback she had received on the collection.
  - Mendel suggested a “Pardon our Dust” type of sign to acknowledge work that is happening in the library.
10. Adjournment – 6:30  
Motion to adjourn made by Baker, supported by Moutrie, all approved

Comments to the Library Board, July 18, 2017

By Karen M. Vance, Assistant Librarian

What I must say needs to be said for the sake of the library I love so dearly.

You, the board, worked with Cindy, a director with 45 years of experience. A director who gave her life to this library and created it from nothing. Yet you did not trust her, support her, or listen to her advice.

You worked with Karen, an enthusiastic director who loved her job and performed it excellently. Yet you tried to do her job for her, didn't trust her, gave her lists of things you expected her to accomplish, and gave her a bad evaluation.

You consult libraries all over and try to make Indian River Library just like the well-funded and large staffed libraries you love. But you don't use our library, spend time in it, or have pride in the wonderful library we already have.

Your role is to set policy and make sure there is enough money to run the library properly. Yet you made the director cut the budget and stopper her efforts to ask for a millage that could have benefitted the library. Why did the staff have to remind you that policy was required to put the iPads to use – iPads that the board requested. Why did the staff act to make policy when the board id not? I know you are working on policy during extra specially called meetings – why can't policy making be part of your regular meetings, since it is your job?

I hope the board in the future works with the director and the staff, listens to them, and trusts them to do their jobs. It's hard to follow a mission statement when the board, the library staff, and the friends are at odds. We must keep our mission as our priority in everything we do and serve all our community as our mission statement guides us:

"The mission and philosophy of the Indian River Area Library is to actively address changing community needs providing current, accessible materials and information services for children and adults in a professional, friendly, courteous manner."

When I asked a board member for support for my book room proposal, I was told we had to get along with the friends, and I had the impression the friends would be able to do whatever they wanted with the room. The board member commented on how I stood up for the library. My thought was "shouldn't the board be standing up for the library?"

John Hastie was a volunteer who got our mail every day until you took away his key. Now we have to get our own mail. Cindy volunteered to catalog books after her retirement until you took away her key. Isn't what's best for the library more important than control?

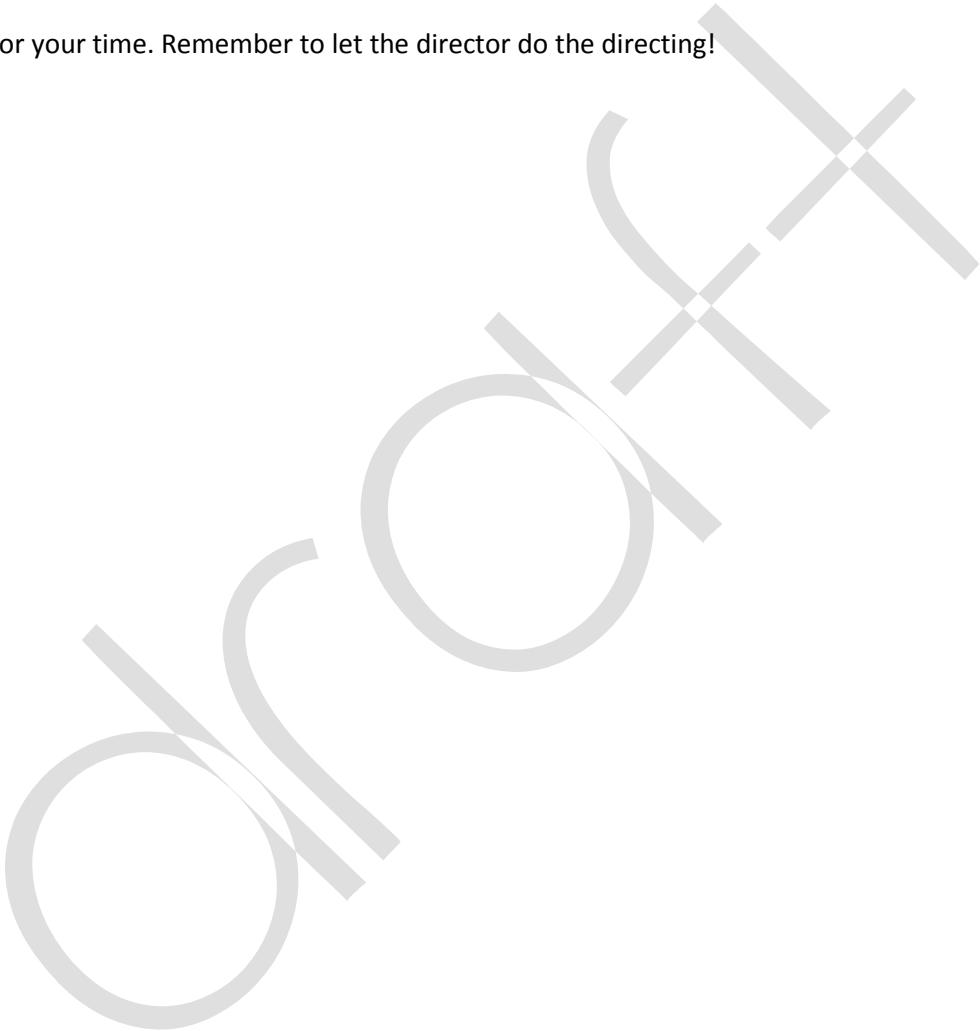
You are about to hire a new director. For the director's sake, I hope you concentrate on the board's responsibilities and stop micromanaging. I hope you can offer a salary and benefits that a qualified director deserves. I am ashamed that our director is one of the lowest paid directors in the state of Michigan. Why hire a director if you are trying to do the director's job yourselves – making decisions about where computers are located, how tablets will be used and that cleaning the office area is a priority, and so on?

I hope you pay attention to the surveys which are being returned. They will tell you what the public wants in the library and where your priorities should be placed.

I feel sorry for the faithful people who come through the library doors each week. The ones who are saddened to hear that their librarians are leaving. I am proud of our library when I hear visitors enter and say "Wow! This is a nice library!"

This is my last board meeting and I thank my two directors for hiring me and giving me the opportunity to serve this community. I pray that the board will bring the right director to continue the great heritage and the awesome services this library provides.

Thank you for your time. Remember to let the director do the directing!



## **Indian River Area Library**

Regular Board Meeting

DRAFT Minutes

August 15, 2017

Tuscarora Township Hall

5:00 p.m.

### **I. Call to Order – 5:00 p.m.**

Present: Patti Brown, Patty Hull, Sukey Stump, Amanda Baker

Excused: Kathy Cole, Kristina Moutrie

### **II. Approval of Agenda**

One change to add friends of the library report. Motion to approve agenda made by Stump, supported by Hull passed unanimously.

### **III. Approval of Minutes – July 18, 2017**

Minutes were missing letter from Karen Vance in the Public Comments section. Letter will be added in and minutes will be resubmitted at the September meeting.

### **IV. Financial Report – July 2017**

Need to look into Professional & Contracting charge paid to Foster/Swift a municipal attorney. Invoice will be looked up after the meeting. Financials are in good shape with payroll coming in about \$1500 under budget due to no director.

Motion made to adjust \$2800 from general fund to equipment for the new children's computer. Made by Stump, seconded by Hull. Passed unanimously.

Library of Michigan recommendation of fund balance being at least 2 months of revenue. Current fund balance is well above that.

Credit Card is in the former director's name locking current staff out. A proposal to follow a similar policy for future credit cards as the Township will be discussed.

Motion to establish a \$500 balance in the checking account to cover everyday costs made by Stump, seconded by Hull, passed unanimously.

Stump motioned to approve financial reports and all bills paid. Support by Hull, passed unanimously.

Hull motioned to approve parking lot resealing for \$731.47 to Final Drive. Support by Baker, passed.

Motion to split the \$1600.00 cost of box installation on the parking lot with the Township with a total of \$800.00 from the library made by Hull, supported by Stump, passed unanimously.

Credit card policy will be discussed under new business.

### **V. Public Comment – Agenda Items**

Cathy Campbell asked about the board members that were absent. Brown explained all are excused.

Cathy Campbell argued for changing the sitting situation to be more welcoming to the audience.

### **VI. Old Business**

#### **a. Reinstate MEL**

Employees have been taught how to handle MEL and the service will be available for patrons again soon.

- b. Policy Changes
  - i. New Patron Cards Mailed

Motion made by Hull to eliminate mailing new card in exchange for handing the cards out. Supported by Stump. Baker questioned if mailing the card was used to verify the address. After discussion it was determined more thought should be put into this and the policy was tabled.
  - ii. \$1 Charge for DVD Rental

Baker moved to eliminate the \$1 charge for DVD rentals. Supported by Stump. Passed.

## VII. **New Business**

- a. Credit Card Policy

After reading the Township's policy the board agreed to table the policy until next month's meeting.
- b. Friends of the Library Report

The Friends have \$4836.14 in their account with \$322.50 coming in from July book sales. Books were donated to Burt Lake State Park and to the literacy program in Vanderbilt. Friends will represent the Library at the Elementary School Open House 8/29. Fundraising events are being scheduled for 2018 including a garden tour July 25, 2018 in partnership with North Star Gardens. Request for changes to book room usage and book donations tabled until a new director is in place.
- c. Book Return Drop Box

Covered under financial discussion.
- d. VFW Calendar Ad

Baker moved to purchase \$50 ad with website instead of hours. Support by Stump. Passed.
- e. Summer School Help (Wednesday, August 16)

Summer school students have come down to the library to check out books. Tomorrow will be the last day.
- f. IT Updates

Al from Traverse City came up to change the patron computers to streamline the process. New Website will launch this week at [www.indianriverlibrary.org](http://www.indianriverlibrary.org)
- g. Fall Library Hours

No changes will be made

## VIII. **New Director Search**

Interview scheduled for Saturday. Remain Hopeful.

## IX. **Public Comment – General**

- Karen Magee suggested adding the items for FOIA to the website.
- Karen Vance thanked Karen Magee for starting the new website.
- Magee asked after books ordered under a trust.
- Vance explained the \$1 charge for DVDs was
- John Kurzeski spoke about the smart meter issue, and offered to re-present during the school year.
- Vance asked about the computers not printing which is being worked on.
- Kurzeski asked about the envelope of information on the smart meters he had left with the library and the information was no longer out.
- Cathy Campbell asked why a Driver's License was required. She added mailing new library cards would prove the new patron is in the Township. She asked if the Library had considered using a local credit union

and suggested limiting the number of people trained to catalog books to prevent errors.

- Cindy Wimer mentioned we will need to change the computer system to not charge for the videos. She also suggested the library look into the charges for copying and printing.
- Hill recommended a handout for the school to send home with students.
- Jan Dillaha asked about the 13 month balance sheet and the policy of the Township handling the library's financials.
- Vance thanked the Friends for the ice cream social.

**X. Adjourn – 6:10pm**

Baker motioned to adjourn, support by Stump.

**Circulation Numbers**

Not Available

## Balance Sheet and Profit and Loss Report

9/7/2017

7/1/2016 to 8/31/2017

Account Number	Description	
Fund 271	INDIAN RIVER AREA LIBRARY	
<b>Assets</b>		
271-000-001-00	CHECKING	2,059.04
271-000-003-00	CNB IMMA 5108	35,324.95
271-000-004-00	CNB IMMA 1433	188,418.22
271-000-016-00	COMMUNITY FOUNDATION	15,785.98
271-000-017-00	INVESTMENTS	26,912.00
271-000-017-01	INVESTMENTS-ENDOWMENT	5,325.00
271-000-040-00	ACCOUNTS RECEIVABLE	22,806.00
271-000-067-00	DUE FROM TUSCARORA TOWNSHIP	1,054.52
271-000-380-00	FUND BALANCE COMMUNITY PROM/PROG	0.00
<b>Total Assets</b>		<b>297,685.71</b>
<b>Liabilities</b>		
271-000-202-00	ACCOUNTS PAYABLE	(4,894.00)
271-000-215-00	DUE TO NORTHLAND LIBRARY	0.00
271-000-257-00	ACCRUED PAYROLL	0.00
271-000-258-00	ACRUED PAYROLL TAXES	(991.94)
<b>Total Liabilities</b>		<b>(5,885.94)</b>
<b>Equity/Fund Balance</b>		
271-000-390-00	FUND BALANCE	(242,129.89)
<b>Total Equity/Fund Balance</b>		<b>(242,129.89)</b>
<b>Total Liabilities and Equity/Fund Balance</b>		
<b>(248,015.83)</b>		
<b>Excess</b>		
<b>49,669.88</b>		
<b>Revenue</b>		
271-000-403-00	PROPERTY TAXES	(65,540.42)
271-000-539-00	STATE AID	(2,486.79)
271-000-601-00	PENAL FINES	(42,715.94)
271-000-626-00	CHARGES FOR SERVICES - MISC. FEE	(695.00)
271-000-627-00	NON-RESIDENT FEES	(2,316.35)
271-000-655-00	FINES - BOOK	(1,857.64)
271-000-664-00	INTEREST INCOME	(1,119.85)
271-000-671-00	MISCELLANEOUS - BOOK SALES	(614.14)
271-000-675-00	DONATIONS - PRIVATE	(50,243.00)
271-000-675-01	PRIVATE DONATIONS - AUDIO VISUAL	(300.00)
271-000-676-00	DONATIONS-FRIENDS OF LIBRARY	(263.10)
271-000-677-00	DONATIONS - MEMORIAL	0.00
271-000-687-00	REFUNDS/OVERPAYMENTS/REIMBURSEME	(6,673.66)
271-000-694-00	MISCELLANEOUS	(88.72)
<b>Total Revenue</b>		<b>(174,914.61)</b>
<b>Expense</b>		
271-655-702-00	SALARIES AND WAGES	51,897.17
271-655-715-00	EMPLOYER SOCIAL SECURITY	4,895.97

## Balance Sheet and Profit and Loss Report

9/7/2017

7/1/2016 to 8/31/2017

Account Number	Description	
271-655-715-01	EMPLOYER MESC	278.24
271-655-716-00	INSURANCE - HOSPITALIZATION	2,527.91
271-655-727-00	OFFICE SUPPLIES	2,895.91
271-655-740-00	BOOKS - GENERAL	15,064.12
271-655-740-01	PERIODICALS	1,857.68
271-655-740-02	AUDIO VISUAL	677.41
271-655-740-03	REFERENCE	999.00
271-655-740-04	LARGE PRINT MATERIAL	135.91
271-655-740-05	MICHIGAN MATERIAL	711.86
271-655-740-07	TECHNOLOGY	1,164.92
271-655-740-08	MUSIC COLLECTION	363.50
271-655-740-09	BOOKS ON CD	39.99
271-655-740-13	CHILDREN/YOUNG ADULTS	2,445.18
271-655-740-15	SWEARINGEN	3,568.13
271-655-752-01	SUPPLIES - BUILDING	948.67
271-655-801-00	PROFESSIONAL & CONTRACTUAL	8,190.14
271-655-809-00	ADMINISTRATIVE FEES-FDN	341.63
271-655-850-00	COMMUNICATIONS	2,984.68
271-655-860-00	TRANSPORTATION	374.04
271-655-880-00	COMMUNITY PROMOTION - PROGRAMMIN	944.24
271-655-900-00	PRINTING AND PUBLISHING	519.10
271-655-920-00	UTILITIES	9,860.37
271-655-930-00	REPAIRS & MAINTENANCE	4,092.03
271-655-935-00	INSURANCE	1,353.16
271-655-940-00	RENTALS	121.00
271-655-955-00	LATE FEES	496.35
271-655-958-00	MEMBERSHIP & DUES	327.00
271-655-960-00	EDUCATION & TRAINING	1,624.59
271-655-966-00	CONTINGENCIES	0.00
271-655-977-00	EQUIPMENT	2,781.00
271-655-995-00	LONG TERM DEBT	562.21
271-655-995-01	LONG TERM DEBT INTEREST	201.62
	<b>Total Expense</b>	<b>125,244.73</b>
	<b>Excess Revenue (cr) or Expense</b>	<b>(49,669.88)</b>
	<b>Total Fund 271</b>	<b>0.00</b>
	<b>Grand Totals</b>	<b>0.00</b>

### **This report was created with the following parameters**

---

Year Start and End Dates

7/1/2016 Thru 8/31/2017

Report Executed on: 9/7/2017 4:09:31 PM

**Budget Report: Month, Last Year, This Year**

Last Year Dates: 8/1/2016 to 8/31/2016  
This Year Dates: 7/1/2017 to 6/30/2018  
Month Dates: 8/1/2017 to 8/31/2017

<b>Account Number</b>	<b>Description</b>	<b>This Month Budget</b>	<b>This Month Actual</b>	<b>Last Year</b>	<b>Last Year Actual</b>	<b>This Year Budget</b>	<b>This Year Actual</b>
271 INDIAN RIVER AREA LIBRARY							
<b>Profit and Loss</b>							
<b>Revenue</b>							
271-000							
271-000-403-00	PROPERTY TAXES	0.00	0.00	0.00	0.00	(65,351.00)	0.00
271-000-539-00	STATE AID	0.00	(500.21)	0.00	(999.88)	(1,800.00)	(500.21)
271-000-601-00	PENAL FINES	0.00	(19,909.70)	0.00	(22,806.24)	(19,110.00)	(19,909.70)
271-000-626-00	CHARGES FOR SERVICES - M	0.00	(101.00)	0.00	(78.50)	(465.00)	(125.00)
271-000-627-00	NON-RESIDENT FEES	0.00	(217.00)	0.00	(220.00)	(1,700.00)	(217.00)
271-000-655-00	FINES - BOOK	0.00	(199.00)	0.00	(169.69)	(1,200.00)	(267.49)
271-000-664-00	INTEREST INCOME	0.00	(19.01)	0.00	(17.07)	(900.00)	(37.60)
271-000-671-00	MISCELLANEOUS - BOOK SAL	0.00	(309.00)	0.00	(46.01)	(150.00)	(368.25)
271-000-675-00	DONATIONS - PRIVATE	0.00	(15.00)	0.00	(50.00)	(1,500.00)	(40.00)
271-000-676-00	DONATIONS-FRIENDS OF LIBI	0.00	0.00	0.00	0.00	(1,500.00)	0.00
271-000-677-00	DONATIONS - MEMORIAL	0.00	0.00	0.00	0.00	(750.00)	0.00
271-000-687-00	REFUNDS/OVERPAYMENTS/R	0.00	(1,533.00)	0.00	(1,603.03)	(3,000.00)	(1,863.00)
271-000-694-00	MISCELLANEOUS	0.00	(47.50)	0.00	0.00	0.00	(47.50)
<b>271-000 Total</b>		<b>0.00</b>	<b>(22,850.42)</b>	<b>0.00</b>	<b>(25,990.42)</b>	<b>(97,426.00)</b>	<b>(23,375.75)</b>
<b>Total Revenue</b>		<b>0.00</b>	<b>(22,850.42)</b>	<b>0.00</b>	<b>(25,990.42)</b>	<b>(97,426.00)</b>	<b>(23,375.75)</b>
<b>Expense</b>							
271-655							
271-655-702-00	SALARIES AND WAGES	0.00	2,148.43	0.00	3,877.65	49,000.00	4,707.37
271-655-715-00	EMPLOYER SOCIAL SECURIT	0.00	164.34	0.00	1,221.96	3,750.00	360.10
271-655-715-01	EMPLOYER MESC	0.00	0.00	0.00	54.39	160.00	0.00

**Budget Report: Month, Last Year, This Year**

Last Year Dates: 8/1/2016 to 8/31/2016  
This Year Dates: 7/1/2017 to 6/30/2018  
Month Dates: 8/1/2017 to 8/31/2017

Account Number	Description	This Month Budget	This Month Actual	Last Year	Last Year Actual	This Year Budget		This Year Actual	
						Budget	Actual	Budget	Actual
271-655-716-00	INSURANCE - HOSPITALIZATION	0.00	0.00	0.00	791.43	0.00	0.00	0.00	0.00
271-655-727-00	OFFICE SUPPLIES	0.00	200.78	0.00	141.74	2,500.00	2,500.00	200.78	200.78
271-655-740-00	BOOKS - GENERAL	0.00	3,859.88	0.00	1,170.47	20,000.00	20,000.00	3,859.88	3,859.88
271-655-740-01	PERIODICALS	0.00	0.00	0.00	755.83	0.00	0.00	0.00	0.00
271-655-740-02	AUDIO VISUAL	0.00	0.00	0.00	69.97	0.00	0.00	0.00	0.00
271-655-740-05	MICHIGAN MATERIAL	0.00	0.00	0.00	77.94	0.00	0.00	0.00	0.00
271-655-740-08	MUSIC COLLECTION	0.00	0.00	0.00	95.88	0.00	0.00	0.00	0.00
271-655-740-13	CHILDREN/YOUNG ADULTS	0.00	0.00	0.00	287.69	0.00	0.00	0.00	0.00
271-655-752-01	SUPPLIES - BUILDING	0.00	0.00	0.00	586.49	1,000.00	1,000.00	0.00	0.00
271-655-801-00	PROFESSIONAL & CONTRACT	0.00	625.40	0.00	1,162.12	6,826.00	6,826.00	1,419.60	1,419.60
271-655-809-00	ADMINISTRATIVE FEES-FDN	0.00	0.00	0.00	500.00	500.00	500.00	0.00	0.00
271-655-850-00	COMMUNICATIONS	0.00	921.04	0.00	90.78	1,450.00	1,450.00	921.04	921.04
271-655-860-00	TRANSPORTATION	0.00	0.00	0.00	0.00	1,000.00	1,000.00	0.00	0.00
271-655-880-00	COMMUNITY PROMOTION - P	0.00	100.00	0.00	52.75	100.00	100.00	100.00	100.00
271-655-900-00	PRINTING AND PUBLISHING	0.00	50.00	0.00	0.00	50.00	50.00	50.00	50.00
271-655-920-00	UTILITIES	0.00	165.94	0.00	3,704.31	8,700.00	8,700.00	165.94	165.94
271-655-930-00	REPAIRS & MAINTENANCE	0.00	0.00	0.00	1,534.28	4,200.00	4,200.00	0.00	0.00
271-655-935-00	INSURANCE	0.00	604.74	0.00	86.00	817.00	817.00	604.74	604.74
271-655-940-00	RENTALS	0.00	0.00	0.00	0.00	125.00	125.00	0.00	0.00
271-655-955-00	LATE FEES	0.00	0.00	0.00	50.00	0.00	0.00	0.00	0.00
271-655-958-00	MEMBERSHIP & DUES	0.00	0.00	0.00	0.00	200.00	200.00	190.00	190.00
271-655-960-00	EDUCATION & TRAINING	0.00	610.50	0.00	17.47	1,000.00	1,000.00	610.50	610.50
271-655-977-00	EQUIPMENT	2,800.00	2,781.00	0.00	0.00	2,800.00	2,800.00	2,781.00	2,781.00
271-655-995-00	LONG TERM DEBT	0.00	0.00	0.00	0.00	562.21	562.21	0.00	0.00
271-655-995-01	LONG TERM DEBT INTEREST	0.00	0.00	0.00	0.00	201.62	201.62	0.00	0.00
<b>271-655 Total</b>		2,800.00	12,232.05	0.00	15,829.15	105,391.83	105,391.83	15,970.95	15,970.95

**Budget Report: Month, Last Year, This Year**

Last Year Dates: 8/1/2016 to 8/31/2016  
This Year Dates: 7/1/2017 to 6/30/2018  
Month Dates: 8/1/2017 to 8/31/2017

Account Number	Description	This Month Budget	This Month Actual	Last Year	Last Year Actual	This Year Budget	This Year Actual
Total Expense		2,800.00	12,232.05	0.00	15,829.15	105,391.83	15,970.95
<b>Total Excess Revenue to Expense</b>		<b>2,800.00</b>	<b>(10,618.37)</b>	<b>0.00</b>	<b>(10,161.27)</b>	<b>7,965.83</b>	<b>(7,404.80)</b>
Fund 271 Total	INDIAN RIVER AREAL LIBRARY	2,800.00	(10,618.37)	0.00	(10,161.27)	7,965.83	(7,404.80)
<b>Grand Totals:</b>		<b>2,800.00</b>	<b>(10,618.37)</b>	<b>0.00</b>	<b>(10,161.27)</b>	<b>7,965.83</b>	<b>(7,404.80)</b>

**This report was created with the following parameters**


---

Current Year Start and End Dates  
7/1/2017 Thru 6/30/2018

Last Year Start and End Dates  
8/1/2016 Thru 8/31/2016

Current Month Start and End Dates  
8/1/2017 Thru 8/31/2017

Enter Funds to report on  
Revenue and Expense Accounts Only (Y,N)  
Y

Report Executed on: 9/7/2017 4:12:27 PM

**Accounts Payable Check Register**

8/1/2017 to 8/31/2017

CheckNbr	Vendor Name	Check Date	Part Amount	Amount
8031	AWE LEARNING	08/08/2017		2,781.00
8032	INDIAN RIVER CHAMBER OF COMMERCE	08/08/2017		100.00
8033	NORTHLAND LIBRARY COOPERATIVE	08/08/2017		1,581.78
8034	TUSCARORA TOWNSHIP	08/08/2017		165.94
8041	COCHRAN ROBERT VFW AUX 7439	08/21/2017		50.00
8042	THEODORE GREGORY	08/21/2017		20.00
8043	NORTHLAND LIBRARY COOPERATIVE	08/21/2017		500.21
8044	NUGEN SYSTEMS, INC.	08/21/2017		605.40
8045	PRINTING SYSTEMS, INC.	08/21/2017		200.78
8046	TUSCARORA TOWNSHIP	08/28/2017		604.74
EFTP	AT&T	08/21/2017		133.05
EFTP	CHASE CARD SERVICES	08/21/2017		4,699.98

11 Checks Listed

11,442.88

**Account Summary by Transaction Type**

	PAY	Total
271-000-202-00	11,442.88	11,442.88
Total	11,442.88	11,442.88

**This report was created with the following parameters**

- Enter Low and High Dates  
8/1/2017 Thru 8/31/2017  
Enter Fund(s) to Report On  
Enter range of specific checks  
Enter Acct2 Range  
Enter Acct3 Range  
Enter Acct4 Range

Report Executed on: 9/7/2017 4:15:56 PM

8/1/2017 to 8/31/2017

Chec k	Last, First, MI	Wages	Deductions	Net Pay
<b>Payroll Date of 8/3/2017</b>				
8029	901 F.O.A. FICA, 901	73.38	73.38	0.00
8029	002 VANCE, KAREN 002	701.15	120.29	580.86
8030	8 WIMER, CINDY J 8	258.00	19.74	238.26
<b>Total Payroll Date of 8/3/2017</b>		<b>1,032.53</b>	<b>213.41</b>	<b>819.12</b>
<b>Payroll Date of 8/17/2017</b>				
8038	901 F.O.A. FICA, 901	77.52	77.52	0.00
8038	10 HOHLBEIN, MARY J 10	307.00	29.99	277.01
8039	8 WIMER, CINDY J 8	519.60	80.52	439.08
8040	9 SKIERA, AMANDA H 9	186.85	15.69	171.16
<b>Total Payroll Date of 8/17/2017</b>		<b>1,090.97</b>	<b>203.72</b>	<b>887.25</b>
<b>Payroll Date of 8/31/2017</b>				
8051	901 F.O.A. FICA, 901	86.82	86.82	0.00
8051	002 VANCE, KAREN 002	289.85	34.49	255.36
8052	11 MILLER, HELEN J 11	72.15	5.52	66.63
8053	8 WIMER, CINDY J 8	511.20	78.68	432.52
8054	9 SKIERA, AMANDA H 9	261.78	24.62	237.16
<b>Total Payroll Date of 8/31/2017</b>		<b>1,221.80</b>	<b>230.13</b>	<b>991.67</b>
<b>Grand Totals</b>		<b>3,345.30</b>	<b>647.26</b>	<b>2,698.04</b>

9/7/2017

**PR Gross and Net for Multiple Payrolls**

2

**8/1/2017 to 8/31/2017**

Chec k	Last, First, MI	Wages	Deductions	Net Pay
-----------	-----------------	-------	------------	---------

---

**This report was created with the following parameters**

---

Payroll Check Start and End Dates

8/1/2017 Thru 8/31/2017

Specific Employee(s) to Report on

Report Executed on: 9/7/2017 4:16:59 PM

**INDIAN RIVER AREA LIBRARY**

**RESOLUTION TO APPROVE BYLAWS**

At a regular meeting of the Library Board of the Indian River Area Library, Cheboygan County, Michigan, held at the Library on the \_\_\_\_\_ day of September, 2017 at \_\_\_\_\_ p.m.

PRESENT: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

ABSENT: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

The following Resolution was offered by \_\_\_\_\_ and seconded by \_\_\_\_\_.

WHEREAS, the Indian River Area Library (“Library”) was established in accordance with the City, Village and Township Libraries Act, 1877 PA 164, as amended (“PA 164”); and

WHEREAS, the Library Board (“Board”) has the power and obligation under PA 164 to adopt bylaws and regulations, not inconsistent with PA 164, governing the activities of the Board and the Library; and

WHEREAS, a form of Bylaws has been presented to the Board and is attached to this Resolution as Exhibit A (“Bylaws”); and

WHEREAS, it is in the best interests of the Board to approve and adopt the Bylaws.

**NOW THEREFORE BE IT RESOLVED AS FOLLOWS:**

1. The Library hereby approves the Bylaws in the form attached hereto as Exhibit A.
2. The Bylaws shall be filed with the Secretary of the Board with its minutes.
3. All resolutions or motions and parts of resolutions or motions in conflict with this resolution are hereby repealed to the extent of such conflict.

YEAS: \_\_\_\_\_

NAYS: \_\_\_\_\_

RESOLUTION DECLARED ADOPTED.

STATE OF MICHIGAN )  
                        )  
COUNTY OF CHEBOYGAN ) ss.  
                        )

I, the undersigned, the duly qualified and acting Secretary of the Indian River Area Library, DO HEREBY CERTIFY that the foregoing is a true and complete copy of certain proceedings taken by the Library Board of said Library at a meeting held on the \_\_\_\_ day of September, 2017, and that said meeting was conducted and public notice of said meeting was given pursuant to and in full compliance with the Open Meetings Act, being Act 267, Public Acts of Michigan, 1976, as amended, and that the minutes of said meeting were kept and will be or have been made available as required under the Open Meetings Act.

---

Library Board Secretary

80656:00001:3259679-1